

**MONTANA SHARED CATALOG**  
**Executive Committee Meeting**  
**Thursday, January 8, 2009**  
**Via teleconference**

**MEMBERS PRESENT:**     **Kim Crowley, Roberta Gebhardt, Claire Morton, Ann Rutherford, Joanne Erdall**

**MEMBERS ABSENT:**     **Beth Chestnut, Dawn Kingstad**

**MSC STAFF PRESENT:**   **Ken Adams, Jemma Hackbarth, Bob Cooper, Sarah McHugh**

The meeting convened at 10:10 a.m.

**APPROVAL OF MINUTES:**

Minutes of the October meeting were approved as presented.

**Cost Formula:**

We were asked to look at a different title break, 10,000 instead of 8,000. Two libraries would see a decrease of \$400 plus dollars. Small libraries would not see much of a savings. The \$830 spread across all libraries with less than 10,000 titles would only decrease these libraries costs by about \$36.00. The 47 libraries with more than 10,000 titles would each pay \$20.00 more. Discussion focused on if the cost savings were worth changing the formula. It was decided that we will remain with the current formula.

Kim offered to have her Foundation Director contact the two libraries that would see the most savings from this title break and help them with fundraising.

**ACTION –**

**MSC Staffing:**

Estimated costs from vendor are up about \$20,000. Added 6 new libraries to the formula. Added \$20,000 for a new staff person, so now \$45,000. Half for Jemma and half for a new position. Other half of new employee salary would come from other pots of money that are available (Enterprise, catalog clean-up, servers, authority maintenance etc.) This would be a one year contract position. Depending on what happens with the Legislature, this position could become fully funded after the one year contract.

Libraries do want this, but they need to realize that it is going to cost money. No money is available from the state. The money needs to come all from the MSC budget. Ken also decreased money in the training, conferences, and meetings budgets for the FY10 budget. The new position would be doing most of the training and travel. If we send one less person to the SuperConference, we can save about \$2500.

Money will come from Contingency fund, server replacement (we have \$110,000 in this fund), EPS (\$35,000), Catalog Cleanup (\$30,000), Authority maintenance (\$20,000). Is this sustainable beyond one year? So much is in the air with the ILL repurposing money, libraries coming on, etc. If we could get one large library costs would decrease for everyone. Benefits would not have to be provided. Travel stipend would need to be provided for this person.

Claire asked if Ken can add a column that shows what libraries paid last year and what their costs will be with this budget, so they can see the differences. We can not move forward with this process until the budget is approved at the Spring meeting.

Ken needs to prepare a narrative to go along with the spreadsheet. It would be very helpful when this gets sent out to the membership.

Ken suggested that in the future we might want to use a different way of doing these meetings.

**ACTION** – Ken needs to prepare budget and narrative for the e-mail out to the membership 6 weeks before the Spring Meeting. Ken will investigate other options for meetings like this like WebEx or OPAL, so we can show presentations, etc..

**Clean-up Report:**

Roberta thinks that we need to have a 035 project run first. Then a duplicate OCLC number report needs to be run. Then hire people to work on this report.

To keep this from happening in the future we need to look at how we deal with hardback and paperbacks.

We need to find a way to deal with records that only have title and author. These records are hard to clean up because there is minimal information in the bib. How can we keep this from happening? We might want to look at how the bibs are loaded. The last file that has bibs that don't match with anything should not be loaded. They can be given to the library and they need to clean them up in a certain amount of time. The file could also be loaded and then dealt with in the catalog. It will save us money in the long run to get these things cleaned up. Help from other catalogers could be available to libraries to help them with this process.

Kim moved that we do a 035 project to clean up existing bibs. Motion carried.

The Cataloging Committee needs to look at the current practice of encouraging paperbacks on hardback bibs. This is contributing to the problem of duplicate bibs in the system. Most libraries catalog the item in hand, so we are ending up with paperback bibs in the system after every load. If we continue this who is going to go through after every new library load and merge these records?

Jemma talked about the possibility of examining records before they are loaded. She needs to talk more to new libraries about how they work in their library. The time factor is prohibitive for most libraries, especially schools. After the test load we will know how many records won't match and they can start retro-cataloging these records that won't load. This means that some libraries won't have 80% of their collections cataloged after the final Sirsi load. Training needs to be more focused on transferring, etc. Recent trainings have focused on transferring and making people comfortable with this process.

Kim asked if we can run reports to see the extent of the records that only have titles and authors last names. Jemma mentioned that the Required Field report does this.

Ken and Jemma will look at how they bring new libraries on and give us an update at our next meeting. Ken asked if we can bring the cataloging committee into this discussion.

**ACTION** – Ken and Jemma will look at how they bring new libraries on and give us an update at the next meeting. Roberta will bring this to the cataloging committee for their next meeting.

**Spring Meeting:**

Claire will be moving to Alaska. Move to the next agenda. We will need a new Western Rep.

**ACTION**-Roberta will work with Claire and run the Spring Meeting.

**RFI Draft:**

Ken's first RFI. He feels that it might be too complicated at this point. We need to keep it simple to get vendors to respond. Project description area needs some work. Ken would like to get out to vendors in February. Sarah suggested collapsing some of the areas to more general information, but keep this level of detail (in the RFI now) for the RFP. For example, instead of multiple questions about circulation, one general question for the circulation module. Bob suggested that more vendors will respond if the questions are more general. Ask under the specific areas if you need to know something vital.

**ACTION**-Executive Committee members need to review and send suggestions to Ken. Ken will work with Bob and Sarah to simplify the document. Ken will send out for our approval.

**RFI WorldCatLocal:**

Sarah presented the information she has gathered from OCLC. If entire shared catalog were to purchase this the cost would be \$116,500 and implementation fee of \$74,550. OCLC is not doing any more pilot projects. WorldCat Local is a product from OCLC that sits on top of the catalog, and also includes all of WorldCat. When a search is conducted, it originates in WorldCat then immediately narrows results to local libraries. Patrons can place hold in local catalog. A big piece of this is authentication of the user. WorldCat Local is just a different way for the public to access the information. OCLC is

about to release a simple circulation system. Montana might want to do a project with several libraries across different systems. Prices are based on tiers. Most libraries in Montana would fall into the small and medium tiers. See attached materials with agenda.

Confusion amongst the committee about what the differences are between this and the existing Montana group catalog or just using WorldCat.org. Sarah stated that the main differences are the URL resolver and authentication. WorldCat Local provides de-duplication of results and federated searching. So it can include subscription databases in the search results.

Kim looked at an implementation of this and thought it was great that it showed links to articles in databases. Ann mentioned that there are also clouds in results that lead researchers to other ways of looking at searches.

Claire asked if we should include this in the RFI. Sarah suggested that we make sure that OCLC is on the vendor list for the RFI. Bob thinks we should hold off on this because the costs are so high. He thinks that in the next few years the prices might start to come down for smaller libraries. Open resolver can provide more direct access to databases, this can be purchased separately. EzProxy license costs \$2500 and then \$500 a year. Maybe the MSC wants to look at this as an option.

**ACTION-** Ken should include OCLC on the vendor list for the upcoming RFI.

### **OCLC Training:**

OCLC has training available on MARC21 in your library. Are we interested in getting this for the fall meeting? \$250 a seat, need 15 seats to hold the class. Claire asked if we don't have more people within the MSC who could do this. What are the needs for members? Claire suggested that we need to take a poll at the Spring meeting to see what the needs are for the membership. OCLC Western has moved away from doing these types of training and are contracting with someone to present this training. Claire thinks we should stay away from OCLC and use our own people. It was asked if we can require people to attend a refresher cataloging course. Bob mentioned that this should overlap with the Certification program and Public Library Standard compliance. Joanne said she would like to see this kind of training at MLA. People have time to attend at things like this.

Jemma could focus training on the MARC record and why it is important. Cataloging guidelines should include MARC tag areas. Roberta will take this to the cataloging committee. Claire asked if some on-line training could be created to walk people through learning about the MARC record. Ken asked if we can require libraries to sign that they have read the guidelines. The committee did not think this was a good idea because you have no way of knowing if people actually read them.

**ACTION-**Should go on the Spring agenda. Roberta will ask the Cataloging Committee to include some kind of MARC tag explanation in the Cataloging Guidelines.

**MSC Support:**

Jemma will be out for maternity leave for 6 weeks. Jemma will also work from home after the 6 weeks. Mike and Ken will cover all the stuff here while Jemma is gone.

**Other items:**

Claire also asked about the upgrade. Jemma mentioned that item record and call number record show up together. Mostly it will look the same. Floating collections are easier. Holds are different. Ken will send out information next week on changes. Ken will send out information on the name change from Unicorn to Symphony. Joanne reminded us that Ken might want to remind people that they will need to download the clients on Tuesday.

**ACTION-** Ken will send out information on the upgrade.

Meeting adjourned at 11:52.